

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>DRS</i>	<i>For change</i>	<i>SAL</i>	<i>no</i>	<i>for presented</i>	<i>OK</i>	<i>W</i>	<i>A</i>	<i>J</i>	<i>ANAKH</i>

Minutes of the HOD Meeting (6 May 2011)

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **BV Foundation Day Programme:** The 47th Foundation Day programme of Bharati Vidyapeeth is scheduled on 10th may 2011. All the teaching and non teaching staff members are informed to attend the flag hoisting ceremony at 8.15 am and the main programme at 9.00 am with out fail. A separate notice is already circulated to all departments.
- 3) **NAAC:** The visit of peer team of NAAC is rescheduled and is expected in the month of July/August 2011.
- 4) **Vacation period:** The staff members who are eligible for summer vacation can avail the vacation from 11 May to 18 June 2011. HODs should submit the vacation plan ensuring minimum one to two person available in the department during vacation period.
- 5) **Data required for NAAC:**
 - i) **Seminar/Conf. attended:** The data regarding seminar/conferences attended by the faculty members is e-mail to all HODs. They are asked to check and correct the same with respect to full name of conference, place, sponsorship amount / duty leave etc. and submit it to the Principal immediately.
 - ii) **Feed back of parents:** All HODs are asked to collect the feedback letters from the parents (minimum 5 / department) on their letter head with respect to course structure, syllabus, infrastructure such as library, laboratories, equipments, class rooms etc. which may be an authentic document for the NAAC.
- 6) **T.W. acceptance:** It has been informed to all the HODs and faculties to accept the TW on PRN of the students who have not received the examination no. However, it has been observed that in some subjects the TW was not accepted which may further be taken care of.
- 7) **CAP:** The meeting of the all subject Chairmen is scheduled on 10th may 2011 at 2.30 pm in Seminar hall (W-306). Further, all HODs should submit the subjectwise list of the examiners who have not attended the PR/OR examination and substitute arrangements were made.
- 8) **Dates for NBA visit:** All HODs are asked to suggest the three suitable periods for the visit of NBA expert team for the accreditation of five departments. Accordingly following periods have been suggested by the HODs.
 - i) 23 to 25 September 2011, ii) 30 September to 2 October 2011, iii) 7 October to 9 October 2011.

BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43

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	20010-11

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Further, the departments who are ready in all respect for the accreditation by NBA shall inform to the Principal.

- 9) **Unit Tests final marks (as per exam. No.):** All HODs are asked to submit the U.T compiled Marks with respect to examination seat no. and roll no. to the U. T. Cell in time. Further, a disciplinary action will be taken on those faculty members who commits the mistake while compiling the U. T. marks.
- 10) **Name plates on Notice Boards:** It has been observed that the name plates of the notice boards are as per the old nomenclature of the programmes. It is advised to correct the same immediately.
- 11) **Suggestions for Academic Calendar:** Very few faculty members have given the suggestions regarding the academic calendar of 2011-2012. However, all faculty members are once again asked to check and forward their suggestions to the Academic Committee.
- 12) **Time Table of next semester:** All HODs are asked to submit the time table and names of the GFM of the first semester of the academic year 2011-2012 to the Principal before proceeding on vacation.
- 13) **Average attendance for the lecture:** The sheet showing average attendance of for the particular lecture is circulated to all HODs. They are asked to issue a letter to such faculty members who have very less average attendance in his/her class and ask for explanation which can further be forwarded to the Principal.
- 14) **Academic record Book:** All HODs are asked to discuss with faculty members the salient features of the Academic Record Book which was used for the academic year 2010-2011. Further, they are asked to collect the suggestions and forward the same to the Principal which may be incorporated in future.
- 15) **BOS Members:** All HODs are advised to suggest the two members for the respective BOS out of which one should be alumni who is working at senior post in the industry.
- 16) **Purchase for the academic year 2011-2012:** All HODs should take the review regarding the funds allotted, utilized and the pending purchase orders for the academic year 2010-2011. Further, they are asked to prepare the requirement of the equipments and purchase of other items in all respect the same should be submitted to the Principal before proceeding to the vacation.
- 17) **TW of B. Tech. (Sem.-II):** Before submitting the TW marksheet to the Student Section, HODs area asked to ensure the entry of all the examination seat no. or PRN